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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** County Assessors and Property Tax Assessment Boards of Appeals

**FROM:** Scott Maitland, Information Systems Division Director

**SUBJECT:** PTABOA Annual Report Application

**DATE:** February 20, 2019

The Department of Local Government Finance has updated its Gateway Property Tax Assessment Board of Appeals (“PTABOA”) Annual Report application so that assessors may now upload reports for the 2018 calendar year as required by IC 6-1.1-28-12.

The report closely aligns with State Form 55889, which is available for download here: <https://forms.in.gov/Download.aspx?id=12416>. Please note that the report **must be submitted through Gateway**. Assessors may use the form as a reference offline; however, the information required must be entered directly into the online application.

The report’s contents are specified per IC 6-1.1-28-12. Assessors will provide data that identifies the number of appeals filed, the number of hearings conducted, the number of decisions issued, the number of appeals resolved through a preliminary information meeting, the appeals outstanding, and how appeals were resolved, among other items. The report must be filed annually **before April 1**. The report due before April 1, 2019 covers activities for calendar year 2018.

Users may access the PTABOA Annual Report application at <https://gateway.ifionline.org/>. After logging in, users should click on the link titled “Assessor Reports”. Users will then select their county and choose “PTABOA Report.”

A user guide is available at <https://gateway.ifionline.org/help.aspx>. County assessors who would like to delegate editing rights should contact the Gateway support team at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).

If you have any questions regarding this information, please feel free to contact the Department’s Gateway support team at (317) 234-4480 or [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).